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1 November 1961

MEMORANDUM FOR: Deputy Assistant Director, CR

SUBJECT : Briefing of OBI Personnel on Document Division

1. Inasmuch as the Document Division operations will only be generally covered in the OCR Briefing, I propose that an hour's briefing on the Document Division be scheduled.

2. The more detailed briefing would include dissemination, indexing for Intellofax System and the Intelligence Publications Index.

3. We will tailor our briefing on indexing into the Intellofax System so as not to duplicate what the Library and Machine Division intend to cover.

4. We would prefer to brief no more than 20 individuals at one time in order to promote discussion of the procedures involved.


Chief, Document Division

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